

Solicitation Number: (05-0004-01)
**Administrative Support Service for the Office of Naval
Research for the Human Resources Office (ONR HRO)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0004 are due by 4:00 PM (local), 5 December 2004.

1.0 Background

The Office of Naval Research Human Resources Office (ONR HRO) is responsible for providing human resource management support to the employees of ONR and various human resource customers such as the Human Resource Service Center Northeast and Defense Finance and Accounting Service Charleston.

2.0 Statement of Work

2.1 Objective

To temporarily fill the position of Department Secretary in the Human Resources Office. This position is the sole administrative support for the Director and subordinate staff.

2.2 Scope

ONR HRO needs administrative support personnel for approximately three months and three one-month options. The desired result is to ensure tasks given by the Director and staff are completed accurately and on time; to ensure that routine office administration and office operations continue without interruption.

2.3 Technical Tasks/Requirements

Support includes, but is not limited to:

- Provide secretarial, administrative and technical support in the day to day operations of the office by preparing official correspondence and other materials for the Director and staff. Tasks require proficiency in various software applications such as Microsoft Word, MS Powerpoint and MS Outlook/Mail.
- Maintain the Director's daily electronic calendar, make appointments and arrange conferences and meetings.
- Receive and route all incoming mail/correspondence for the office.

Track all mail/correspondence requiring action, set the action tickler and follow up to ensure timely and appropriate responses; determine whether action items should be brought to the Director's attention, referred to appropriate personnel or handled personally.

- Screen incoming telephone calls and visitors to the HRO, determine nature and purpose of the call or visit and route accordingly. Receive official visitors to the office. Provide information concerning established ONR policies and procedures and ensure that classified material and information concerning sensitive personnel data or other ONR internal matters are not divulged.
- Arrange travel for entire staff utilizing current policies and automated DoD travel procedures. Prepare travel orders, complete and process travel vouchers.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 Personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Administrative Assistant or Equivalent: At least a Bachelors degree from and accredited college or university and/or three years of progressive experience in general administrative support functions. The candidate should have excellent skills in proper telephone and email etiquette, customer service techniques as well as good organizational skills.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a three month base period and three one-month options have been defined.

3.2.2 Base Period: The base period of performance will be from date of award through three calendar months. The level of effort anticipated for this period is less than one man-year at an average rate of approximately 160 hours per month.

3.2.3 Option Periods I through III: If an Option is exercised, the period of performance will be from date of exercise of the option through one calendar month. The effort for each option is estimated to be 160 hours.

3.2.4 A summary of the labor categories and the total anticipated annual hours for the base and each option year is provided below.

Labor Category	Hours Per Month
Administrative Support	160

3.2.5 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: The period of performance for this order is from the date of award through three calendar months.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will not be required to support this task requirement.

4.4 Place of Performance: Work will normally be performed at the Office of Naval Research, 800 N. Quincy Street, Arlington, VA 22217.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be on site at the Office of Naval Research. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, computers, internet connections, general office supplies and utilities) will be provided while working in Government facilities.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, Contractor employees shall perform at least 50 percent of the cost of the contract performance incurred for personnel.

4.7 Security Requirements:

a) During the performance of the effort, the contractor will be required to have a National Agency Check Investigation (NACI) clearance to gain access to the building. Additionally, Contractor is required to safeguard information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed five (5) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (fringe, overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any to be applied to Travel/ODCs.

(c) Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

Supplies or Services and Prices/Costs

Item No.	Supplies/Services	Estimated Cost	Fixed Fee	Total Estimated Cost and Fixed Fee
0001	BASE The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0002	OPTION I The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0003	OPTION II The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror

0004	OPTION III The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
Total Order Consideration (Does not Include Unexercised Options)		To be completed by offeror	To be completed by offeror	To be completed by offeror

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission: The due date for submission of proposals for this solicitation is 4:00 PM (local time) on 5 December 2004. Proposals can be:

- (a) E-mailed to Sharon Washington at washins@onr.navy.mil
- (b) Sent by regular mail or hand delivered. Provide for the original and two copies to arrive by the above deadline at the following address:

Office of Naval Research
Attention: Sharon L. Washington
800 North Quincy Street, Code 0252
Arlington, VA 22217-5660
Ref: 05-0001-06

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts

Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 and 3 are equally weighted.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 30 November 2004. The anticipated start date for this order will be on or before 15 December 2004.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Point of Contact: The Point of Contact for this solicitation is Sharon L. Washington, 0252, phone – (703) 696-5054, fax – (703) 696-0066 or email – washins@onr.navy.mil.

10.0 Attachments

A. Non-Disclosure Agreement (NDA), 3 pages.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees,
both in his personal capacity and as an employee of

as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:

- i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
- ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
- iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.

- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____